

**POTTERSPURY PARISH COUNCIL**  
**GROUNDS MAINTENANCE SPECIFICATION 2025 – Revised March 2025**

**Grass Mowing and Tree & Shrub Maintenance**

Adopted at Parish Council Meeting on 9 October 2024

March 2025 Revision adopted at Parish Council Meeting on 9 April 2025

**SPECIFICATION**

1. **GENERAL MOWING:** To mow to the satisfaction of the Parish Council the areas marked on the plans being:

1.1. **Verges** throughout the village including the vision splays in front of all four village gates on the A5 and the name plate on the Yardley Gobion Road to give a clear view of the walls and name plates with a minimum clearance of 3 m. The grass verge on the east side of the A5 and the footpath at the front of Greystone Lodge are to be mowed to the fence line where the verge is clear, to at least 0.5 m where shrubs and bushes are growing and clear of any footpaths. (Outlined in purple on plans).

**1.2 Three Churchyards (Cemeteries) (High Street, St Nicholas (part) and United Reform Church).**

The Churchyards shall be cut in April and maintained at the normal frequency of other grass in the village. However, any areas identified as having significant populations of spring flowers and not requiring access to graves will need to be left until the flowers completely die back and set seed, before cutting and raking off the arisings. In High Street Churchyard there was a circular bed in the centre of the area in front of the Chapel of Rest which is being changed to a grass area in which it is intended to plant a Tulip tree.

The public continue to maintain individual burial plots and areas around plots. Working groups within the Churchyard are encouraged, ***but their work must fit in and comply with the maintenance specification of the Council.***

Any pruning, lopping, felling or planting of trees should only be undertaken after advice from the Council's tree warden or the appropriate officer from West Northants Council.

Ivy is not to be removed from headstones unless it is clear that the graves are unattended.

Areas with rose planting should be cleared of brambles.

The rose trees in the Garden of Remembrance should be pruned annually.

A half metre area to be kept clear all through the mowing season around the:

- Duke of Grafton Memorial
- Chettle Cross
- Three War Graves

**1.2. Four Play Areas**

1.2.1. **Rear of Village Hall** to include gated entrance area off Furtho Lane, with the flower beds at the top of the play area maintained so that they are free of weeds;

1.2.2. **Mays Way** to include the frontage by the road and strimming around all play equipment and fences, ***ensuring that grass cuttings are cleaned from play equipment;***

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- 1.2.3. Mays Way Play Area wildflower patch by entrance must be left untouched (plan 13);**
- 1.2.4. Blackwell End** to include entrance gate to ensure unrestricted access and cutting of brambles to ensure that they do not encroach into the open area from the allotments or the area within the play area where they have been cut back, strim around play equipment, bench, picnic table and fences; also strim the paths and uncultivated areas within the allotments **twice a year**;
- 1.2.5. Meadow View** to include play equipment area grass surface, strim around equipment and safety matting as appropriate to prevent damage, a 2-metre clearance around all seats ensuring that grass is mowed as far back as possible. It also includes the area to side and rear of the sports hall and grass areas adjacent to building including the perimeter, car park and entrance gateway. **Control weeds around the perimeter of the fenced play area. This includes MUGA, Skatepark and Outdoor Gym Equipment. Cut back vegetation growing through Skatepark fence as required. Weeds can be controlled using approved chemicals as appropriate.**

**Frequency of cuts:** There shall be two cuts during the months of April, May, June, July, August and September and one during March and October with approximately two weeks between each cut. This gives a **total of 15 cuts**.

**Spring Flowers:** Areas of verges and churchyards with spring bulbs and other flowering plants shall not be mown until ALL vegetation has died back.

2. **GENERAL STRIMMING:** In all marked areas on the maps strim grass adjacent to walls and around all play equipment, seating, street furniture, gravestones and trees (**leaving at least 300mm around trunks to avoid damage but removing the growth using shears or approved chemicals**). The bank CE5, which cannot be mown is included; this bank needs to be clear of obstructions for road safety. The frequency of general strimming is to be same as for grass cutting giving a **total of 15 cuts**. **A clearance of 100mm shall be left around the base of all play equipment.**
3. **STRIMMING/MOWING:** Strim or mow all **VILLAGE FOOTPATHS** (outlined blue) and labelled **FP1 - FP11**, being:
- 3.1. Footpath (known as Two Fields footpath) from A5 to Homestead Way (**FP6 & FP7**);
  - 3.2. Footpath (known as Water Lane) from A5 to Blackwell End (**FP2**);
  - 3.3. Metalled footpath from High Street to Sanders Lane (**FP3**) (note this is a metalled footpath that requires edges to be cut back and the use of approved chemicals);
  - 3.4. Sanders Lane to Meadow View Playing Field entrance (**FP8**);
  - 3.5. Footpath from Blackwell End to the area formerly known as Reindeer Antiques (**FP1**);
  - 3.6. Footpath in front of Greystone Lodge from Puxley Road to the A5 (**FP9**);
  - 3.7. Footpath from Homestead Way to Mansion Gardens (**FP4 - FP5**).
  - 3.8. Footpath known as Grafton Way (part of RV8) next to 10 Church End (**FP10**).
  - 3.9. Footpath from Mill (off Church End) to field (part of RV013) (**FP11**).

Mowing or strimming shall be to an overall clearance of 2m or to the boundaries of the footpath, whichever is the lesser. **This includes the removal of overhanging bushes and trees coming from private property.**

The frequency of mowing or strimming of village footpaths is to be monthly from April to September inclusive giving a **total of 6 cuts**.

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4. **PLAYING FIELD MOWING:** Meadow View sports field should be mowed, with either a cylinder or gang mower as appropriate, **to football pitch standard**, once in March and October and at two-week intervals from April to September inclusive giving a **total of 15 cuts**. Note that there is an artificial cricket pitch within the area to be mowed. This is to be kept clear of weeds and grass and should not be damaged.
5. **GRASS VERGE MOWING:** The grass verges (outlined in purple on plans) are to be mowed or strimmed once in March and October and at two-week intervals from April to September inclusive giving a **total of 15 cuts**.
6. **TREE MAINTENANCE:** The trees and shrubs identified in the **Appendix** are to be maintained.
7. **HERBICIDE APPLICATIONS:** Twice yearly herbicide applications to hard surfaces in village when weeds are most susceptible, using contractor's judgement (see General Terms 8 & 15).
8. **MILL POND MEADOW (Conservation Area via Church End – see plans):** Mow footpaths (120cm wide) around and across central wildflower meadow area once in March and October and at two-week intervals from April to September inclusive giving a **total of 15 cuts**. Strim around benches. Mow side path to the brook in north-west corner.  
Annual mow/flail of wildflower meadow area in September.

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1. Grass cuttings shall be removed from all metalled e.g. (footways and carriageways) and large items of litter shall be removed from all areas before mowing/strimming commences.
2. Although some residents may cut adjacent verges the contractor should assume that all areas are their responsibility and maintain them as required.
3. Grass should not be cut below 15mm in height at any time, to protect grass roots. The Council should be consulted about the mowing schedule when the grass is low or growing slowly.
4. It shall be the Contractor's responsibility to replace any tree(s) that dies due to damage caused by mowing or strimming.
5. The Contractor will be expected to have particular regard for the sensitivities of the residents when undertaking the maintenance of the Churchyards.
6. The Contractor shall duly insure himself and all persons employed by him against accidents, employer's liability and liability to the public throughout the period of the contract. **Public liability insurance shall be for a minimum of £5million with a maximum of £1,000 excess and the Contractor will produce a copy of the insurance certificates to validate this contract.** The Contractor thereby shall indemnify The Council against all liability in connection with this contract.
7. The Contractor will be responsible for traffic management and for providing temporary traffic signing in accordance with Chapter 8 of the Traffic Signs Manual issued by the Department of Transport and any subsequent revisions of the legislation. The Contractor must have due regard for the safety of road users, pedestrians, residents and operatives.
8. The Contractor must ensure that all statutory Health and Safety requirements in respect of rotating beacons, safety clothing and footwear, roll bars on ride on machinery and training of operatives, are observed. First aid boxes shall be available on site. *The Contractor shall provide a copy of his health and safety statement/policy and copies of any risk assessments carried out before and during the contract.*
9. Within 24 hours from work being completed, the Contractor must notify the Clerk to the Council by email that the work has been done. This is to allow the Council to inspect the areas and authorise payment. Any complaints regarding the standard of work will be reported to the Contractor within the following 48 hours (excluding weekends). Until rectification has been carried out to the satisfaction of the Council full payment will be retained. Until verified, a sum of £100 may be retained for each area not rectified.
10. Invoices should be submitted by the last day of each month for work completed that month. Payment will be by direct bank transfer on the second Thursday of each month, following the Parish Council meeting. It is customary that there is not a Council meeting in August. If a monthly Council meeting is not held then payment will be held over until the following Council meeting, unless a special request is made in writing to the clerk before the first day of July.
11. The Contractor will submit an invoice monthly by email for the work completed in accordance with the schedule of charges submitted by the Contractor at the time of tendering.

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**GENERAL TERMS**

12. The Council will not entertain any claim for damage to the Contractor's equipment arising from any obstruction, litter or statutory undertaker's apparatus or plant.
13. Branches of trees overhanging a play area should be maintained at a minimum height of 3m.
14. Village name plates at the entrance to village on the A5 (north and south) and the Yardley Gobion Road are to be included in the contract area and have vision splays to ensure the name plate and walls are clear and visible.
15. Herbicide spraying is permissible around trees and street furniture providing the person carrying out the work holds the appropriate proficiency certificate, and the chemical is both approved by Defra and, prior to being used, is also approved by the Council. *Copies of the relevant documents should be presented to the Council.*
16. The Contractor shall be responsible for the suitable disposal of trimmings and cuttings and shall hold the necessary transfer licences and also obtain the necessary licenses to carry out the required arboriculture work. *Copies of the relevant documents should be presented to the Council.*
17. If the terms of this contract are broken by the Contractor or he fails to undertake the work to a satisfactory standard, the Council shall, after prior warning, be entitled on four-weeks' notice, to terminate this agreement unless the default is earlier remedied.
18. **Instructions to vary the work or its schedule can only be given by the Council through its Clerk or Chair. If another person is empowered to make decisions on behalf of the Council, then the Contractor will be informed in writing.**
19. **Plans:** it should be noted that the mapping tool and space available on plans means that not all have a reference letter/number but are identified by the relevant colour outline.

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**APPENDIX – MAINTENANCE OF TREES & SHRUBS**

**1. Meadow View – Annually in February**

MV11 and MV10, and MV2 - cut low branches and epicormic growth from the trees on the grass verges.

Outside MV3, MV7 and MV6 – prune large shrubs on grass verges (plan 11).

**2. Meadow View Recreation Ground / Play Area – Annually in February**

Attend to bushes and trees on perimeter of car park, cut back low overhanging tree branches that overhang the under 12's play area and the fence that runs between the under 12's play area to the footbridge across the brook by the large swings. **Branches of trees overhanging play area should be maintained at a minimum height of 3m.**

Cut all low branches and epicormic growth of trees on the perimeter of the playing field including those on the entrance by 67 Meadow View.

Ensure that vegetation on the bank alongside the playing field does not encroach onto the playing surface.

Cut back epicormic growth on felled crack willow trees along palisade fence from children's play area, past Skatepark to first bridge.

**3. High Street – Annually in February**

HS7 and HS6 – cut low branches and epicormic growth of trees on grass verges either side of junction.

Junction of Brownswood Drive – cut low branches and epicormic growth of trees on grass verges.

**4. High Street – Each visit when grass cutting**

CE1 – cut back bushes and brambles to open up the area including **behind and around Bus Shelter** and strim as much as possible to reclaim level area for mowing ensuring that the High Street sign is clear, and prune shrubs as required.

**5. Mays Way – TWICE A YEAR in February and August**

Play Area adjacent to 42 Mays Way – cut low branches and epicormic growth of trees on grass verge at entrance and those inside the play area, also those that hang low over the fence from adjoining properties. **Branches of trees overhanging the play area and the play equipment within should be maintained at a minimum height of 3m.**

MW4 and MW5 – cut low branches and epicormic growth of trees and bushes on grass verges and prune bushes.

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**6 Two Fields Footpath – which runs from the A5 to Homestead Way crossing Mays Way between 1 and 2 – TWICE A YEAR in February and August**

Cut back low branches and open up footpath to enable 2 adults to walk side-by-side and keep high branches clear from the streetlight outside No 5 Mays Way. Prune conifer trees ‘hedge’, top and sides, opposite bungalows nos. 1 to 9 to maintain height at 2m.

**7 Brownswood Drive – Annually in February**

BD3, BD2 and BD1 – cut low branches and epicormic growth of trees on both grass verges.

**8 Homestead Way – Annually in February**

HW5 and HW6 – cut low branches and epicormic growth of trees on both grass verges.

**9 Poundfield Road – Annually in February**

HS1 – cut low branches and epicormic growth of trees and prune shrubs as required.

**10 Furtho Lane and Grafton Close – Annually in February**

F1, F2, F3, F4, F5, F6, G1, G2 - cut low branches and epicormic growth of trees, including entrance to play area behind Village Hall.

**11 Village Hall Play Area and Flowerbeds- Annually in February**

Cut low branches and epicormic growth of trees.  
**Flowerbeds are to be weeded during each visit.**

**12 Church End and Poundfield Road – Annually in February**

From High Street to the “Potterspury” village sign at boundary of village, all trees growing on banks and verges and bushes on Church Green and those between Church Green and village sign – cut low branches and epicormic growth of trees, to include those overhanging the seat, also remove vegetation overhanging the bridge next to The Old Vicarage, Church End.

**13 Sanders Lane/Blackwell End – Annually in February**

SL1, BE1, BE2, BE3 – cut low branches and epicormic growth.

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**14 Blackwell End – Annually in February**

Play area – cut low branches and epicormic growth.

W2 and W3 – cut low branches and epicormic growth of trees and shrubs on grass verges. Prune to allow clear vision for vehicles entering the A5.

**15 A5/Puxley Road – Annually in February**

W8 and W9 – cut low branches and epicormic growth of trees on grass verges.

**16 A5/High Street – Annually in February**

W10 – cut low branches and epicormic growth of trees.

**17 A5/High Street to Poundfield Road – TWICE A YEAR in February and August**

**W11 and W12 – cut low branches and epicormic growth of trees clear of footpath.**

**18 High Street Churchyard – Annually in February**

Remove epicormic growth from trunk on lime trees (approximately 30 trees).

**19 Garden of Remembrance - each visit when grass cutting**

Keep hard surfaces weed free.

**20 United Reformed Church (The Chapel) Churchyard – Annually in February**

Remove epicormic growth from trunk on two lime trees in chapel grounds.

**21 St Nicholas Churchyard – Annually in February**

**John Hellins Memorial (spire shaped with fence surround) – keep clear of overhanging branches from surrounding trees.**

Adopted at Parish Council Meeting on 9 October 2024

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